

EVENT PLAN

2. Audience Who will be attending and how many?

3. Contact list Identify who will help, what their role is and their contact number on the day.

Name	Role	Contact Phone Number

4. Emergency Response and Evacuation Plan

What will happen in an emergency and who will lead the response? Include: fire, earthquake, any other relevant scenarios.

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5. Medical Emergency and First Aid

What will happen if there is a medical emergency/event and who will lead the response/provide assistance?

6. COVID-19 Management

Describe how you will manage COVID-19 risks in Alert Levels at which your event will go ahead eg: Alert Levels 1 and 2. Please confirm that you will align with the current government Alert Levels at the time. For information on Alert Level guidelines: <https://uniteforrecovery.govt.nz/covid-19/covid-19-alert-system/alert-system-overview/>

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8. Event Management Checklist

This checklist of key Health and Safety tasks is to be developed by the Event Organiser in response to the management of risks identified in the Risk Assessment. It should be updated as planning progresses and used to help ensure a safe and successful event.

Clearly show key tasks that will be done - Pre, During or Post Event.

Pre Event

During Event

Post Event

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8. Site Map

Please include a site map showing building or site exits and evacuation assembly points. This can be hand drawn if you do not have anything digital.